



State of New Jersey  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF FAMILY DEVELOPMENT  
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Dear Colleague:

The Division of Family Development (DFD) is pleased to announce the availability of a \$1,819,507 Mini-Grant Initiative which is funded through the American Recovery and Reinvestment Act (ARRA) and designed to provide grants of up to \$10,000 to support minor renovations of licensed child care centers to ensure that they comply with health and safety requirements for licensing by the Department of Children and Families.

Eligible centers must meet all applicable Department of Environmental Protection and Health and Senior Services requirements and submit evidence of a letter of No Further Action by DEP/DHSS to be eligible for the grants.

Grant applications will be processed by the DFD Contract Unit in consultation with the Office of Licensing on a first come first served basis until all funds have been exhausted. Once grant awards have been approved, Grantees will receive an initial grant award of 50% of the amount requested. The DFD Contract Unit and Child Care Specialists will make on-site visits to confirm that all work has been completed before the remaining 50% of the grant amount is released.

Centers that receive grants will be required to submit documentation of the number of individuals that are employed to complete the renovations to meet federal reporting requirements for documenting job creation. These grants will be awarded in keeping with existing DFD one time renovation grant initiatives.

Applications and instructions for the Mini Grant Initiative may be obtained by calling 609-588-2154 or at <http://www.state.nj.us/humanservices/dfd/info/>

Sincerely

Jeanette Page-Hawkins  
Director

JPH:BW:hs

## DIVISION OF FAMILY DEVELOPMENT

(rev. 1/20/10)

## ARRA Mini Grant Application/Expenditure Report form

This form is used as an addendum to regular contract packages or as a separate report format for one-time funded programs. This report is used to identify both the budget and expenditures against the budget. See reverse side for instructions for filling out form:

(Print or Type)

AGENCY INFO:		Grant Number	MG10	Ceiling	\$
Agency Name				Federal ID #	
Site Address				County	
City, State & Zip				NJ	
Contact Person, Title				Telephone#	
Attach a completed W-9/Vendor Questionnaire form if agency never received payment thru State of New Jersey					Y or N

Brief description of the health/safety violations for repairs to be completed in order to comply with the Office of Licensing.

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Number of Employees:	Full Time	Part Time	Site Licensed Capacity Number:	
Number of State subsidized funded children served thru contracts/vouchers			# of Contract slots	# of Vouchers

Budget Categories/Items	Repair Location	Amount Budgeted	Amount Expended and Receipts attached:
Example: Electrical	Boys Bathroom	\$9,750	
Total Amount Budgeted/Expended			
Additional Funds Required/Secured	Y or N	Amount:	\$
Proof of Ownership/Lease - copy of proof attached	Y or N	Copy of 3 Estimates attached	Y or N
Vendor Name:	Number of Employees:		
Estimated Date of Completion:		Site Visit Date By DFD personnel:	

I certify that the above figures are correct and in compliance with the terms and conditions intended for the use of the American Recovery and Reinvestment Act funds.

Application

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

DFD Personnel signature from Site visit \_\_\_\_\_ Date \_\_\_\_\_

Agency Personnel signature from Site visit \_\_\_\_\_ Date \_\_\_\_\_

## Division of Family Development

### Instructions for Completing the Application for the ARRA Mini Grant (MG) Application/Expenditure Report Form Annex B-3

**A copy of the award letter must be attached to your ARRA Mini Grant upon submission and this form must be completed with expenditure reporting within 30 days of completion of repairs.**

#### Agency Information

**Mini Grant (MG) Number.** This number will be assigned once the proper paperwork has been received and approved by the DFD Contract Unit.

**Grant Ceiling:** Enter the requested dollar amount cannot exceed \$10,000.

**Agency Name:** Enter the name of the Agency applying for the Grant.

**Federal ID No.:** Enter the Federal Identification number to the Agency.

**Site Address:** Enter the site address where the repairs/renovation is requested.

**County:** Enter the name of the county.

**City, State & Zip:** Enter the City and the Zip Code information.

**Contact Person, Title:** Enter the name of the person who is the agency designated person. Enter the title of the designated person for the agency.

**Telephone No.:** Enter the area code and telephone number of the site Agency.

**W-9/Vendor form:** Circle if appropriate Y for Yes N for No. Must attached completed form if this is first time the agency will receive payment through the State of New Jersey, download form from website.

#### Description of Health and Safety Violation.

Please describe briefly the health and safety violations that your agency had been cited for from the Office of Licensing (OOL).

Describe briefly the repairs involved to be complete in order to be in compliance.

#### Agency Site Information

**Number of Employees:** Enter the number of employees that are full time and part time.

**Site Licensed Capacity Number:** Enter the site number capacity from your current License.

**Number of State subsidized funded children:** Enter the number of Contracted slots and enter the number of voucher children served.

#### Budget Categories/Items

**Budget Categories/Items:** Enter the type of repair needed.

**Repair Location:** Enter the area of the repair.

**Amount Budgeted:** Enter the amount of funds requested from DFD needed to complete the repair.

**Amount Expended and Receipts attached:** Enter the actual amount of funds used to complete the repairs and attach copies of the receipts used for the repairs. (Final report is due within 30 days of completion of repairs.)

#### Funds Required/Ownership/Vendor Information

**Additional Funds Required/Secured:** Enter Yes or No if additional funding is required to complete the project, enter the amount of funds required, and how they were obtained.

**Proof of Ownership/Lease:** Select Yes or No – copy of either ownership/lease must be attached to this application.

**Vendor Information:** Enter name of vendor who was selected to complete repairs.

**Number of Employees:** Enter the number of staff employed by vendor.

**Estimated Date of Completion:** Enter the date of completion.

#### Authorized Signatures

**Application Authorized Name:** Enter the name of the person(s) authorized to sign for the ARRA Mini Grant.

**DFD Personnel signature:** DFD will sign and date after the site visit is completed.

**Agency Personnel signature:** Authorized agency signature and date will be required after site visit is completed.

# **American Recovery and Reinvestment Act Mini-Grant Renovation Initiative**

## **INFORMATION AND APPLICATION PACKET**

### **What is the ARRA Mini-Grant Renovation Initiative?**

The mini-grant renovation initiative are funds that will be utilized to support time limited grants for minor renovations of licensed child care centers to ensure that they comply with **health and safety requirements** for licensing by the Department of Children and Families. The program is administered through child care collaboration with the Department of Children and Families, Office of Licensing, which regulates the health and safety standards of child care providers in New Jersey.

### **Who is eligible to apply?**

Any licensed Child Care Center in New Jersey can apply for a grant. Eligible centers must meet all applicable Department of Environmental Protection (DEP) and Health and Senior Services (DHSS) requirements and submit evidence of a letter of No Further Action by DEP/DHSS to be eligible for a grant. If you are a recipient of the grant awards offered through the New Jersey School-age Child Care Coalition, you are not eligible to receive these ARRA funds.

### **What projects are eligible for funding?**

Only projects that will ensure the elimination of violations cited by the Office of Licensing (OOL) will be funded.

### **What is the maximum amount that can be requested?**

The maximum amount is up to \$10,000.

### **What if the repairs require more than \$10,000?**

Upon receipt of the award letter, documentation must be provided to verify additional funds have been secured before release of the initial payment. Before an ARRA mini-grant is awarded, total project financing must be identified.

### **How do I obtain other funds?**

You can obtain other funds by applying to commercial banks or other lending institutions in your area. Applicants may apply for and borrow additional funding from other sources, such as community-based financial organizations or commercial banks (additional fees may apply).

### **Where can I get an application?**

The application is included in this packet and on the website.

### **Is there a priority by which grants are approved?**

Yes, funding priority will be given to centers that can demonstrate they focus on serving children funded via state contracts or vouchers, severity of violations as documented by DCF, community needs assessment data and enrollment statistics provided by the local Child Care Resource and Referral Agency.



**How do I apply?**

Grant applications will be made available **February 1, 2010 to March 31, 2010**. No further applications will be accepted after this date. Only complete application packages will be considered. Complete the application package in its entirety, including any required attachments, and submit **an original plus two (2) complete copies** to:

**Hand deliveries:**

New Jersey Department of Human Services  
Division of Family Development  
Contract Unit-ARRA  
6 Quakerbridge Plaza  
2<sup>nd</sup> Floor  
Trenton, NJ 08625

**Mail address:**

State of New Jersey  
Department of Human Services  
Division of Family Development  
Contract Unit - ARRA  
P.O. Box 716  
Trenton, NJ 08625

No faxes or emails will be accepted. **Applicants are encouraged to apply early!!!**

**How long will it typically take to receive the initial payment?**

Once the childcare center receives their signed copy of the transmittal letter with the required documents, the initial payment should be received within 30 days.

**Who should I contact for more information?**

Department of Human Services  
Division of Family Development  
Contract Unit  
(609) 588-2154

**SUMMARY OF PROCESSING FLOW:****Role of Department of Human Services, Division of Family Development**

The Division of Family Development (DFD) under the Department of Human Services (DHS) has been charged with the following responsibilities:

- DFD receives an **original plus two complete copies** of the application package.
- DFD contract unit reviews the application for completeness including all required attachments. DFD will send a letter of rejection with explanation to those applicants who do not meet the criteria. Applications can be resubmitted within the established timeframe.
- Complete applications will go to the committee for review.
- Once application is reviewed and approved, the agency will receive an award letter followed by an initial payment of 50% of the total grant award.

- Once receipts are submitted, a site visit must be scheduled and will be conducted prior to the final payment being issued.

### **Role of Office of Licensing**

- Participate on review team and follow-up site visits

### **Role of the Child Care Center/Applicant**

The child care center by accepting the grant is charged with the following responsibilities:

*To complete the application the following items must be attached:*

- A No Further Action letter
- Proof of ownership of the building to be renovated or a lease
- Copies of most recent licensing inspections report.
- Photographs of the area to be renovated with the application.
- A minimum of three written estimates from contractors and/or suppliers.
- W-9 for new agencies that have never received funds through a contract with the state.

*For the final report submit:*

- All reporting information deemed necessary by DFD for federal reporting purposes
- Copies of all receipts/bills and cancelled checks along with a completed Annex B3
- Schedule a site visit by DFD staff

## Department of Human Services Division of Family Development (DFD)

### Time Line for ARRA Mini Grants

Indicated below is an implementation schedule pertinent to contracting with licensed childcare centers who have been cited for health and safety violations by the Office of Licensing.

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|---|------------------|
| 1. Announcement of ARRA Mini Grants to the Public by DFD  | February 1, 2010 |
| 2. Intake Unit will receive, date stamp and review application packages for completeness, if incomplete; packages and a rejection letter will be sent to the center. Complete package will be prioritized based on eligibility criteria and specifications. | March 1, 2010    |
| 3. Award review committee will select applicants based on predetermined specifications and initiate award and rejection letters.  | April 1, 2010    |
| 4. DFD Contract administrators will begin to execute application packages, copy of package will be signed and returned with transmittal letter. Contract Fiscal will release 50% of contract ceiling to contracted agency.                                  | May 1, 2010      |

**Must Include:**

- ◆ Annex B-3 Application for Mini Grant
- ◆ A No Further Action letter
- ◆ Proof of ownership of the building to be renovated/repared or a lease
- ◆ Copies of most recent licensing inspection reports
- ◆ Photographs of the area to be renovated/repared
- ◆ A minimum of three written estimates from contractors and/or suppliers  
(Note: Contractors must not be on list provided by the Excluded Parties List System website: [www.epls.gov](http://www.epls.gov))
- ◆ Proof of source for additional funds if required to complete project

- |  |                |
|--|----------------|
| 5. Site visits will be conducted for verification of location and agency renovations/repairs           | June 1, 2010   |
| 6. Based on verification of site renovations, recommendation to release the last payment will be made. | July 1, 2010   |
| 7. Collect receipts and final Annex B-3 expenditure report for the Mini Grant closeout process         | August 1, 2010 |